



# SIGN PERMIT APPLICATION

City of Tigard Permit Center 13125 SW Hall Blvd., Tigard, OR 97223  
Phone: 503.639.4171 Fax: 503.598.1960

## GENERAL INFORMATION

|   |   |                |
|---|---|----------------|
| <b>Site Address/Location</b>  | Name of Development/Project   |                |
|   | Street Address  |                |
|   | Suite/Bldg. #   | City/State Zip |
| <b>Property Owner</b>   | Name  |                |
|   | Mailing Address   | Suite          |
|   | City/State Zip  | Phone          |
| <b>Tenant or Business</b>   | Name  |                |
| <b>Sign Contractor</b><br>(Prior to permit issuance, a copy of all licenses are required if expired in the City of Tigard's database)   | Name  |                |
|   | Mailing Address   | Suite          |
|   | City/State Zip  | Phone          |
|   | Oregon Const. Cont. Board License #   | Exp. Date      |
| <b>Proposed Sign</b><br>(Check all that apply)  | <input type="checkbox"/> Permanent <input type="checkbox"/> Freestanding <input type="checkbox"/> Freeway<br><input type="checkbox"/> Temporary <input type="checkbox"/> Wall <input type="checkbox"/> Electronic<br><input type="checkbox"/> Other <input type="checkbox"/> Billboard <input type="checkbox"/> Balloon |                |
| <b>Sign Data</b><br>(Complete all items in this section)  | <input type="checkbox"/> New sign? <input type="checkbox"/> Alter to existing sign?   |                |
|   | Sign Dimensions:  |                |
|   | Total Sign Area (sq. ft.):  |                |
|   | Total Wall Area (sq. ft.)   |                |
|   | Direction Wall Faces (circle one):<br>N S E W NE NW SE SW   |                |
|   | Height to top of sign (feet):   |                |
|   | Projection From Wall (inches):  |                |
|   | Copy:   |                |
|   | Materials:  |                |
|   | Will sign have illumination? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Type: <input type="checkbox"/> Internal <input type="checkbox"/> External  |                |
| Are there any existing freestanding or wall signs at this location, including wall signs that overlap a tenant space?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |   |                |
| If "yes", a list or diagram of all sign dimensions and square footage must also be submitted.   |   |                |

## FOR STAFF USE ONLY

Permit No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Map/TL#: \_\_\_\_\_

Zoning: \_\_\_\_\_

Electrical Permit Required? ☐ Yes ☐ No

Building Permit Required? ☐ Yes ☐ No

Rev. 7/1/07

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## REQUIRED SUBMITTAL ELEMENTS

(Note: applications will not be accepted without the required submittal elements)

- ☐ Completed Application Form
- ☐ 2 Copies of Site/Plot Plan, Drawn to Scale  
(3 copies, if a building permit is required)  
size requirement: 8½" x 11", or 11" x 17"
- ☐ 2 copies of elevations, drawn to scale  
(3 copies, if a building permit is required)  
size requirement: 8½" x 11", to 24" x 36"
- ☐ \$40.00 Fee (Permanent sign, any size)
- ☐ \$19.00 Fee (Temporary sign, any type)

## NOTES:

- ♦ Wall signs do not need to be drawn to scale, but must include dimensions of wall face and sign placement.
- ♦ Wall signs do not require site/plot plans.
- ♦ Freestanding signs over 6 ft. required a building permit.
- ♦ If work authorized under a sign permit has not been completed within ninety (90) days after the issuance of the permit, THE PERMIT WILL BECOME NULL AND VOID.

(OVER FOR SIGNATURES)

I hereby acknowledge that I have read this application, that the information given is correct, that I am the owner or authorized agent of the owner, and that plans submitted are in compliance with the City of Tigard.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Contact Person Name

\_\_\_\_\_  
Phone No.